横須賀基地空席広報 VACANCY ANNOUNCEMENT			広報番号: Announcement No.	23-SRF-48-04
			募集締切日: Closing Date	19 May 2004
			発行日: Date of Issue	6 May 2004
1.職種名 Job title (等級 Grade <u>5</u> /	/語学等級 LAD 0 )	募集人数	<b>4.募集範囲</b> Area	of Consideration
Interpreter-Translator, #102 No. of			図 現 MLC/IHA 従業員(部隊内)	
			Current MLC/IHA Employee within Activity	
			図 現 MLC/IHA 従業員(通勤圏内)	
受諾可能な下位等級 Acceptable Trainee Level: 1-4				
□ 事務系 □ 技能系 □ 保安系 □ 医療系 □ 日本 □ 日			Current MLC/IHA Employee in commuting distance	
Administrative Blue Collar Trade Security Medical			☑ 現 MLC/IHA 従業員(全在日米軍)	
•			Current MLC/IHA Employee Japan Wide	
2.部隊 Activity U.S. Naval Ship Repair Facility, Yokosuka (SRF) Production Department (Code 300) Service Group (C310S)				
			5.雇用の種類 Type of Employment	
111111111111111111111111111111111111111			MLC	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 図 規則 Regular □ 不規則 Irregular			∐ IHA	☐ HPT
勤務日 Work Days: 月曜日から金曜日 Monday - Friday			常用 Permanent	
勤務時間・休憩 Work Hours/Recess Period: 0800 – 1645 / 1200 - 1245			□ 限定 Limited	Term ( ヵ月 Months )
				<u> </u>
□ 夜勤 Night Shift				
<b>6.職務内容</b> Duties				
Serves as an interpreter between Japanese shop personnel and USN Ship Superintendents, Officers or inspectors on board ships at work-sites as to				
various matters such as work progress, working methods and conditions, material situation and work problems. Performs work involved in				
interpreting and translating oral and/or written statements of general and technical (limited only to routine in nature) matters related to ship repair				
within the assigned shop group. Translates written materials such as Job Orders, revision requests to the original job orders, manufacturer's				
specifications and others from English into Japanese. Receives telephone calls and interprets the information, also translates instructions, notices,				
memos, and other materials both in English and Japanese. Performs clerical work regarding leave, timekeeping, welfare and other miscellaneous				
affairs for the group/shops' personnel. Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements				
a. One year of clerical or administrative work experience equivalent at 1-4 level in the related work.				
b. Knowledge of technical terms related to the ship repair work.				
c. Knowledge of regulations governing the administrative work regarding leave, timekeeping, welfare, etc.				
d. Skill in operating computer such as MS Word, Excel and Access.				
e. Ability to interpret and translate oral or written statement from English into Japanese or vice versa.				
f. Ability to speak, read and write English and Japanese at exceptional proficiency level.				
*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.				
1-4: One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience,				
completion of 4-years college/university in a related field may qualify him/her at 1-4 level.				
*A handicapped applicant may be accepted, depending upon the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced 図特段の能力 Exceptional				
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A				
8.提出するもの Application and Associated Documents				職務状況
				Working Condition
*☑ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil				
*☑ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil				
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either				
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
図 80 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)				
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)				
問い合せ先 for Job Inquiries		Office to Submit		- <b>事務処理欄</b> For Official Use
◎担当部署/担当者名 Office	<b>〒238-0001</b>	onice to Submit		PD No.: SRF-310S-003

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

U. S. Naval Ship Repair Facility (SRF)

Management Div. (Code 840)

Ms. Takano/(Ms. Satomi)

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米海軍横須賀基地統合人事部雇用課 (HRO)

PD is accurate and current.

Certified by Activity: kk

HRO: ah5/6SO5/6